



**Licensing Division**  
P.O. Box 989002 (916) 445-7724  
West Sacramento, CA 95798-9002



## **BUREAU OF SECURITY AND INVESTIGATIVE SERVICES INFORMATION ABOUT CERTIFICATION**

### **FIREARM INSTRUCTOR/FIREARM TRAINING FACILITY BATON INSTRUCTOR/BATON TRAINING FACILITY**

The Bureau of Security and Investigative Services certifies and regulates firearm and baton instructors and firearm and baton training facilities under provisions of the Private Investigator Act, Chapter 11.5, Division 3, Business and Professions Code. No one may engage in any business regulated by this act in California without obtaining the appropriate certificate(s) from this bureau.

Certification laws are subject to change. Applicants will be notified of amendments which may affect their applications.

**Each firearm or baton training facility must receive council or Post Secondary Education prior to issuance of certification.**

#### **FIREARM FACILITY CERTIFICATION**

The Firearms Training Manual is the standard for instruction at all firearm training facilities. It was developed by a committee of experts in the field of firearms training in conjunction with bureau staff. The manual provides for a minimum of 14 hours (classroom and range) training. Instructors must obtain bureau approval before offering supplemental instruction. The Firearms Training Manual outline is attached. The manual will be forwarded upon certification of the facility.

Once the firearm facility application is complete, it should be mailed to the bureau with the fee indicated on the application. Approval may be given and a certificate issued only if the facility employs a certified firearm instructor. Upon approval, the firearm facility certificate will be mailed to the facility along with firearm applications, fingerprint cards, guard registration applications, the Private Investigator Act, past information bulletins and instructions for registering a guard.

Each firearm training facility must have a written procedure for the security of the written examination and it must be submitted to the bureau on demand.

#### **BATON FACILITY CERTIFICATION**

The Baton Training Manual is the standard for instruction at all baton training facilities. It was developed by a committee of experts in the field of baton training in conjunction with bureau staff. Instructors must obtain bureau approval before offering supplemental instruction. The Baton Manual will be forwarded upon certification of the facility.

Once the baton facility application is complete, it should be mailed to the bureau with the fee indicated on the application. Approval may be given and a certificate issued only if the facility employs a certified baton instructor. The baton facility certificate will be mailed to the facility upon approval. The instructor then may order a supply of baton certificates from the bureau's mail room by submitting a written request and \$50 for each certificate ordered. Checks and money orders should be made payable to Bureau of Security and Investigative Services (address is above).

Each baton training facility must have a written procedure for the security of the examinations and baton certificates and it must be submitted to the bureau on demand.

#### **CORPORATE APPLICANTS ONLY**

If a corporate application is filed and Articles of Incorporation or the Statement and Designation as a Foreign Corporation are already filed with the Secretary of State, a copy of the endorsed articles must accompany the application. Approval of a corporate name by the Secretary of State does not mean the name will be automatically approved as a business name by the bureau.

Endorsed Articles of Incorporation or the Statement and Designation as a Foreign Corporation are required before a corporate license is issued.

You must submit one application for each certification you are applying for, i.e. one for baton facility and one for firearm facility. They are separate certifications.

## **FIREARM AND BATON INSTRUCTOR CERTIFICATION**

The following information will help you to determine whether you meet established minimum qualifications for the certification you are seeking. Experience information supplied on the application will be verified.

Those certified as instructors are certified to teach at bureau-certified facilities. A list of certified facilities can be requested from the bureau's mail room. The request must be in writing on a standard postcard addressed to Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

Once the instructor application is complete, it should be mailed to the bureau with the fee indicated on the application. Upon approval, and after the claimed experience and education is verified, the instructor certificate will be mailed to the applicant.

## **FIREARM INSTRUCTOR CERTIFICATION**

In accordance with Business and Professions Code section 7552.5, a firearm instructor applicant must:

- possess an associate of arts degree in administration of justice OR one year of teaching OR training experience in firearms or its equivalent; AND
- possess a police or security firearms instructor training certificate issued by the National Rifle Association or a firearms instructor training certificate issued by a federal, state or local agency.

## **BATON INSTRUCTOR CERTIFICATION**

Applicants must indicate on the application whether they will be teaching side-handle or straight baton, and submit supporting documents indicating that experience.

In accordance with Business and Professions Code section 7553.3, baton instructor applicants must:

- possess an associate of arts degree in administration of justice or its equivalents, AND
- possess a baton instructor certificate issued by a federal, state or local agency OR one year of verifiable baton teaching experience, OR its equivalent as determined by the chief.

You must submit one complete application for each certification you are applying for, i.e. one for baton instructor and one for firearm instructor. They are separate certifications.

## **POWER TO ARREST TRAINING**

Certified Firearm and/or Baton instructors are approved to administer the Power to Arrest examination; a certificate or other written approval is not necessary.

## **PERSONAL IDENTIFICATION FORM (FORM 31B-6)**

Each person applying for an Instructor Certification (Form 31B-3) and each person listed on the Application for Training Facility Certification (Form 31B-4) as an owner, partner, corporate officer and/or certified instructor must complete one of these forms. This form is also to be completed for any corporate officer and certified instructor change or addition after a Training Facility Certification is issued. A corporate officer includes the chief executive officer, secretary, chief financial officer and any other officer who will be active in the business.

## **FINGERPRINT REQUIREMENT**

Unless currently licensed or registered, one legible fingerprint card must be completed, including the physical description, and submitted by each person applying as an owner, partner or corporate officer of a training facility and by each individual applying for an instructor certification. Local police or sheriff departments may assist and may charge a fee to record prints or may refer you to other sources for assistance. Any person who knowingly falsifies the fingerprints for certification is guilty of a felony.